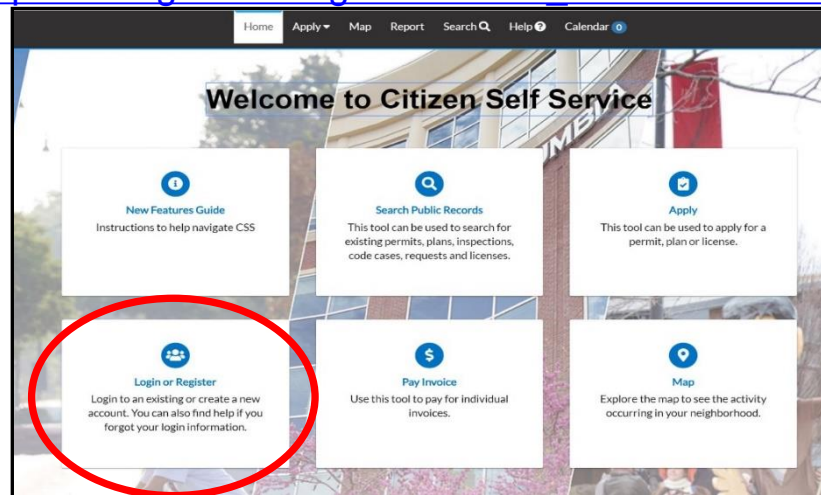# How to Create Your Citizen Self Service (CSS) Account

1. Open the following URL in a Google Chrome or Firefox browser:

   https://energov.como.gov/EnerGov_Prod/SelfService#/home

2. You will then select the Register button, which takes you to the following screen:

3. Enter the email address you want associated with your account. This email address will be the main contact used for applying and tracking permits, plans, and licenses.

There are a few things to keep in mind as you set up your account.
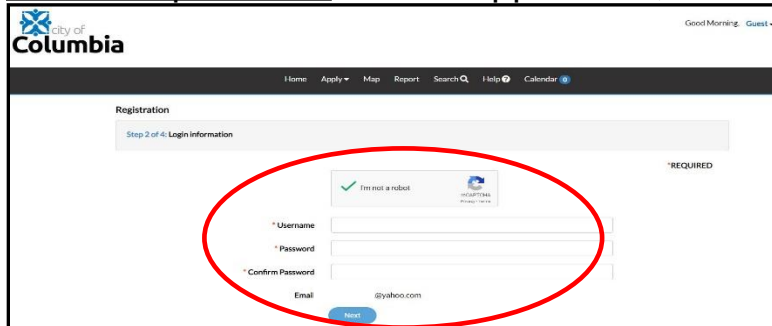
➢ *Set up a group /office account (email)* if you want more than one person to be able to access the information (e.g. staff@engineering.com). This will permit anyone with access to that account to login and view all associated records.

➢ *Separate accounts for business* versus personal transactions. For example, if you have a plumbing business and you are a master plumber, you will use your business email and business information for an account to apply for your business license. Versus applying for your trade license, you will use your personal email and personal information for an account.

4. After typing the email you want associated with your account and selecting NEXT
"Please check your e-mail. The confirm email link in the body of the e-mail must be clicked to move to the next step of the registration process."

5. <u>Open this email,</u> Select the CONFIRM link. If the link doesn't open in a google chrome or Firefox browser, Copy & Paste into a compatible browser to complete the registration process.
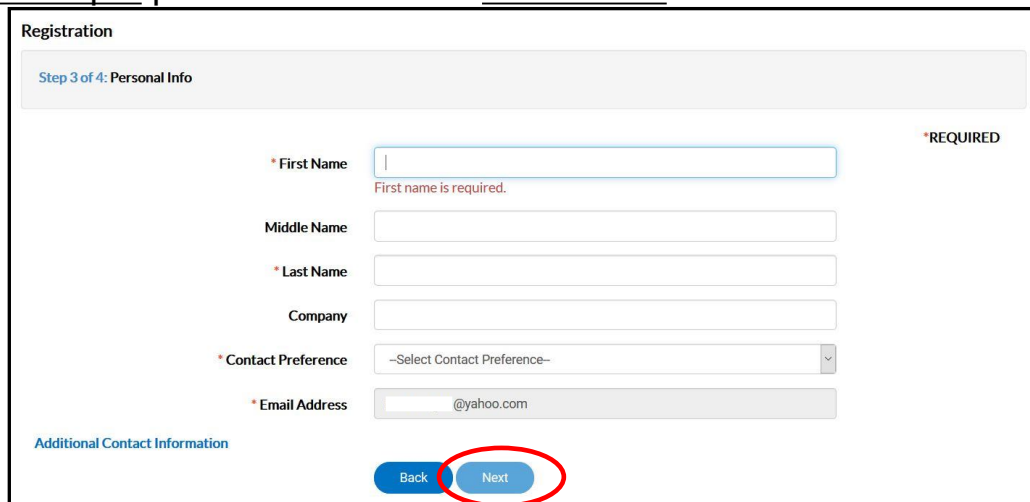
☐ ☆ 📁 donotreplyisp@como.gov   Citizen Self Service New User Account Confirmation - You are receiving this automated e-mail based on a user registration request that we received for the Citizen

6. <u>Check mark</u> I'm not a robot, <u>type the email in the username, create an 8 character password</u> with an upper case, a letter, and number. Then <u>select Next</u>.
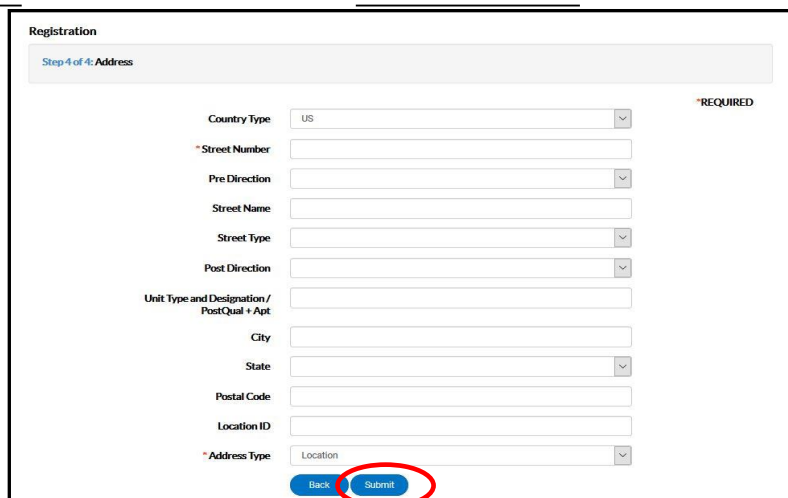
❖ **Stop: Note your password for your records**

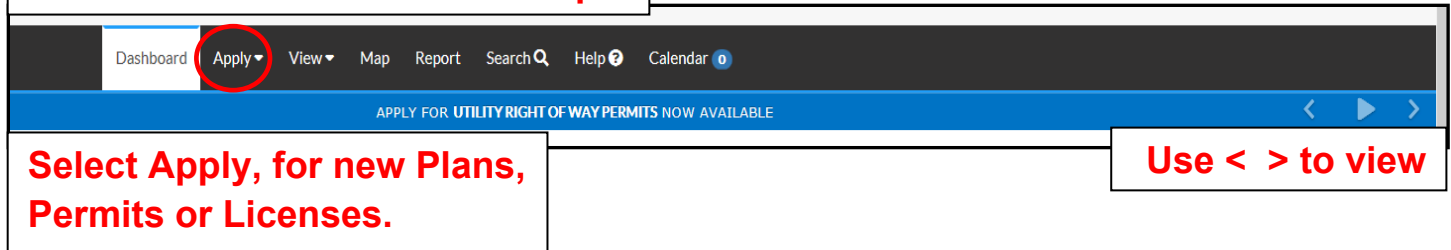7. <u>Fill in step 3 personal info.</u> Then <u>select Next</u>.

8. <u>Fill in step 4 Address info.</u> Then <u>select Submit</u> [Submit].

Selecting Submit will automatically log you into your newly created CSS dashboard.

Congratulations!
You can now Log in to Apply for Plans, Permits, & Licenses!
To login, Type Email address in Username box, type your Password and Select Login.

MORE OPTIONS FOR PERMITS, PLANS, AND LICENSES NOW AVAILABLE BEGINNING OCTOBER 2019. STAY INFORMED BY CREATING YOUR CSS ACCOUNT. LOG IN TO THE HOME PAGE DASHBOARD FOR UPDATES.

For General CSS questions or problems, please call 573-874-7639
Building & Site Permits & Trade Licenses: 573-874-7474
Planning & Zoning Plan Applications: 573-874-7239
Business Licenses: 573-874-7378
You may also send an email to: energov-implementation@como.gov